

TOWN OF EDINBURGH QUALITY OF LIFE PLAN

September 30, 2010



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1. Mission Statement

The Town of Edinburgh is dedicated to providing the highest quality of life for its residents by preserving and protecting the beauty of our community through compliance with requirements of federal, state, and local governments, creating voluntary commitments to environmental awareness; continual environmental improvement; pollution prevention; and promotion of energy and resource efficiency within our local government.

The Town of Edinburgh will also strive for a healthier quality of life for our residents, municipal employees, and business partners by sharing environmental decisions and performance with the community; and fostering cooperation and awareness of environmental responsibility to government employees, local business and industry.

Our commitment to developing and maintaining a strong and vibrant community for our citizens will require the town to fulfill its environmental commitments. Environmental objectives and projects will be established and periodically reviewed to ensure success of this goal; pollution prevention and community outreach projects will be implemented; and a committed team will be created to represent environmental, planning, governmental, business, and community interests.

A signed copy of the mission statement adopted through resolution is attached as Attachment A.

2. Roles and Responsibilities

The purpose of this procedure is to identify and communicate the roles and responsibilities associated with implementing and maintaining the Town of Edinburgh's Quality of Life Plan (QLP).

Town Manager

The Town Manager is responsible for:

- Approving and communicating the Town of Edinburgh's Mission Statement;
- Providing the resources necessary to develop and implement the Quality of Life Plan (QLP), including associated procedures and goals;
- Appointing and supporting the Stakeholder Committee Leader;
- Reviewing the Quality of Life Plan (including objectives, targets, and action plans) with the Stakeholder Committee Leader on an annual basis; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

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Stakeholder Committee Leader

Definition: The individual(s) identified within the stakeholder committee who has the responsibility and management authority for implementing the Quality of Life Plan.

The Stakeholder Committee Leader is responsible for:

- Day to day control over the Quality of Life Plan and associated documents;
- Providing Quality of Life Plan performance updates to the Town Manager to identify areas for improvement/modification;
- Implementing, monitoring, and maintaining the QLP, including associated procedures and goals;
- Coordinating quarterly stakeholder committee meetings and annual QLP audits;
- Serving as the municipality's liaison to IDEM's CLEAN Community Challenge Program Manager; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

Stakeholder Committee

Definition: A cross-functional team made up of individuals within the community that helps to facilitate Quality of Life Plan implementation.

The Stakeholder Committee is responsible for:

- Meeting quarterly to identify changes in operations which require revisions to the QLP;
- Providing assistance to the Stakeholder Committee Leader with Quality of Life Plan development, implementation, monitoring, and maintenance (including Quality of Life Plan procedures and goals);
- Performing other QLP tasks as assigned by the Stakeholder Committee Leader;
- Working with their respective departments to implement the stakeholder committee's initiatives;
- Organizing and participating in employee training as indicated in the Quality of Life Plan;
- Participating in audits on the Quality of Life Plan and associated documents annually after the date of CLEAN designation; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

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The Stakeholder Committee is comprised of the following municipal representatives.

Name	Title/Department	Phone	E-mail
John Drybread	Town Manager	812-526-3510	john.r.drybread@sbcglobal.net
Dana Monson	Utility Business Manager; Stakeholder Committee Leader	812-526-3515	danabrown21@sbcglobal.net
Glenn Giles	Wastewater Superintendent	812-526-3530	ggiles98541@sbcglobal.net
Mike Pendleton	Water Superintendent	812-526-3534	edwater@sbcglobal.net
Arvis Sneed	Street Superintendent	812-526-3525	townhall@edinburgh.in.us

3. Environmental Goals

Identifying and Prioritizing Aspects and Impacts

The purpose of this procedure is to establish methods for identifying and prioritizing the potential environmental aspects associated with municipal activities and services.

Environmental Aspect: An element of a community's activities or services that can interact with the environment.

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from a community's activities or services.

- A. The Stakeholder Committee will meet to identify and prioritize the municipality's environmental aspects. This process includes:
 1. Identifying which municipal operations, services, or departments to include in the Quality of Life Plan. The Town of Edinburgh has identified the scope of this Quality of Life Plan to include the operations at the Wastewater, Street, and Water departments;
 2. Identifying the activities occurring within those operations to determine the municipality's environmental aspects. This is done during a site visit from IDEM and using IDEM's *Environmental Impacts for Municipal Operations Database*;
 3. Determining what potential environmental impacts are associated with each aspect;

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4. Establishing and defining ranking criteria to determine the significance of each aspect;
5. Prioritizing the aspects in order of their significance; and
6. Selecting the threshold number to determine significance (example-any aspect ranked 11 or higher has been identified as significant).

See Attachment B for a list of the prioritized aspects and impacts, including the ranking criteria and their definitions.

Identifying Objectives and Targets

The purpose of this procedure is to establish methods for establishing objectives, targets, and action plans for each identified environmental aspect.

1. The Town of Edinburgh will select a minimum of five environmental aspects to work on during each three year CLEAN designation period. The Stakeholder Committee will determine objectives, targets, and action plans associated with each aspect.
2. The Stakeholder Committee will document and update the objectives, targets, and action plans at least quarterly in preparation for the CLEAN Community Challenge Annual Performance Report.
3. New departments or operations being added to the Quality of Life Plan will be evaluated for environmental aspects and potential environmental impacts using procedural Step A above.

See Attachment C for Edinburgh's five environmental aspects, including legal requirements, targets, action plans, and measurement parameters.

4. Implementation and Operation Procedures

Document Control

The purpose of this procedure is to establish methods for controlling documents associated with the Town of Edinburgh's Quality of Life Plan (QLP) including creating, maintaining, revising, and using QLP documents.

Creating Documents

1. Stakeholder committee members have been assigned tasks for the five environmental projects (Attachment C). Stakeholder committee members are responsible for creating the documents associated with those assigned tasks. The Stakeholder Committee Leader will assist as needed. The goal will be to make these documents as user friendly as possible.

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2. The stakeholder committee members will bring draft documents to quarterly stakeholder committee meetings for review and discussion. These documents will be reviewed for clarity and brevity.
3. The stakeholder committee is responsible for reviewing and approving new documents to ensure they meet the needs of the department and QLP, particularly for documents relating to significant aspects.
4. New documents will indicate they are related to the Quality of Life Plan (in a header, title, etc.) and contain the date of creation and revision date (if applicable). The Stakeholder Committee Leader will be responsible for ensuring that these documents are available to the people who need them.
5. Approved documents will be sent electronically to the Stakeholder Committee Leader. All documents will be maintained by the Stakeholder Committee Leader.
6. Additional documents unrelated to the five projects will be created and approved by the Stakeholder Committee Leader.

Revising Documents

1. Any municipal employee or stakeholder can revise a Quality of Life Plan document. The purpose and need for revision must be shown to the Stakeholder Committee Leader to prevent more than one person from working on a document at the same time. All revised documents must be submitted to the Stakeholder Committee for review and approval.
2. Revised documents will be identified by including the revision date on the document.
3. Obsolete documents are promptly removed from points of issue and points of use to prevent their unintended use. The Stakeholder Committee Leader is responsible for ensuring that this is done.
4. Obsolete documents, if retained for historical purposes, are clearly identified as obsolete to prevent their unintended use. The Stakeholder Committee Leader is responsible for keeping these records.

Managing Documents

1. The Stakeholder Committee Leader is responsible for managing and editing the original copies of documents associated with the Quality of Life Plan.
2. All documents will contain the date of issue if new or the date or revision if revised.
3. Each department will have a hard copy and/or electronic copy of the Quality of Life Plan and associated documents. Municipal employees are responsible for ensuring they have the most recent version of a document. A master copy of the plan as well as all original documents will be maintained at Town Hall in the records room under the heading of Clean City documents. In addition, a complete electronic file will be maintained at Town Hall on a thumb drive, also located in the records room. The

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Stakeholder Committee Leader is responsible for maintaining these documents and periodically verifying their location.

4. Printed documents are identified as uncontrolled documents.
5. The Stakeholder Committee Members are responsible for revising documents as necessary and providing the updated version to the Stakeholder Committee Leader. The Stakeholder Committee Leader will then ensure that all members receive their updated copies.
6. The Stakeholder Committee is also responsible for reviewing all approved documents at least annually.

Archiving Documents

1. The Stakeholder Committee Leader is responsible for managing outdated QLP documents in the "QLP Document Archive" folder both in the paper format located in the Clean City Binder in the records room and also on the thumb drive.
2. Documents which become outdated are removed from points of issue to prevent their unintended use. Those documents will be replaced with an updated version. The Stakeholder Committee Leader is responsible for sending regular updates to all Committee Members and notifying them of changes made.
3. Documents which become outdated, but are retained for legal or other purposes, are clearly identified as obsolete to prevent their unintended use. These documents will be properly identified and stored as a master copy in the records room in Town Hall located in the Clean City Binder.

Record Keeping

The purpose of this procedure is to establish methods for maintaining and disposing of records relating to the Town of Edinburgh's Quality of Life Plan.

Record: A document stating results achieved or providing evidence of activities performed. These include complaint records, training records, incident reports, inspection records, audit results, and records of legal requirements such as permits.

1. Documents that are generated due to environmental monitoring and measurements, environmental legal requirements, and town wide Quality of Life Plan procedural requirements qualify as QLP records.
2. It is important to maintain evidence (records) that QLP procedures and activities are being performed. These records will be useful references as the Stakeholder Committee implements, maintains, and improves the Quality of Life Plan.
3. All environmental and QLP related records will be maintained as indicated in the Record Retention Table (Attachment D).

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4. QLP related records may be destroyed any time after their retention period.

Communication

The purpose of this procedure is to establish methods for managing internal and external communications regarding environmental issues.

Internal Communication

1. Employees bring any concerns or issues to their supervisor. The supervisor then contacts any other supervisors depending on the issue. Discussions are held as needed with input from the employees. Supervisors then instruct their employees as to how to resolve the issue.
2. Department heads share information with employees at department meetings on a varied basis.
3. Information is also shared with employees via e-mail and bulletin board postings.
4. Contractors are kept informed on the municipality's commitment to the environment. Contracts contain information on environmental issues relating to the particular work being performed. The project engineer is responsible for ensuring the contractors adhere to the contract.

External Communication

1. Inquiries and complaints are routed to a particular department depending on the nature of the inquiry, primarily through work orders or e-mails. The department is then responsible for examining the situation and creating solutions if needed. All inquiries and complaints are looked into appropriate to the situation.
2. Records of complaints are kept at the individual departments, either through work orders or e-mails, or a complaint form, if the individual is willing to fill out this form.
3. Another work order or e-mail is sent back to the utility office and the resolution to the issue is checked. The superintendent of each department is notified and they are responsible for following up on any necessary items. The town manager is also informed and he will check the situation as well.

Emergency Preparedness and Response

The purpose of this procedure is to identify and respond to environmental emergencies and prevent and mitigate the associated environmental impacts.

1. Each department performs a regular yearly inspection looking in particular for environmental hazards. If any concerns are found, the department head works with the town manager and any emergency personnel that would be relevant to the situation to mitigate these concerns. No hazards have been found during 2010. Each

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department has an emergency management plan relevant to the work they do and the chemicals they use.

2. The town has an emergency management plan that is reviewed periodically and updated as needed which has a section that addresses environmental protection. This plan is maintained by the Town Manager and kept in his office. This plan follows the NIMS action plan in which each department head is responsible for his/her area and a chain of command set up based on the emergency situation.
3. The town works with all local, county, and state officials and has made mutual aid agreements with these agencies in the event of a catastrophic event. The town also participates in Municipal Separate Storm Sewer System (MS4) Plan located in the wastewater department.
4. Following any emergency event the town emergency action/management plan requires the town manager, appropriate safety personnel, and appropriate department heads to review the event and the response. Any appropriate changes or improvements that are found are then placed in the plan and the update is given to all department heads, safety officials both local and regional, and any other necessary personnel.

Employee Training

The purpose of this procedure is to establish methods for educating municipal employees of environmental issues relating to the town's activities and developing a system to maintain training records.

Environmental awareness and competency training is the foundation for employee awareness, involvement, and commitment to environmental protection as an ongoing responsibility of their work life. It is fundamental to the efficient and effective implementation and execution of the Quality of Life Plan. The Town of Edinburgh ensures employees' environmental awareness and competence through one or more of the following methods:

- Departmental meetings
- Annual environmental and safety training
- Annual wastewater process and maintenance training
- Bulletin Boards/Fact Sheets
- E-mails
- Memos

Department heads are responsible for maintaining records of the trainings provided (attendance sheets, information shared, etc.). All safety training records are maintained at town hall.

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5. Monitoring and Progress Review

Internal Audit

The purpose of this procedure is to establish methods for conducting audits on the Town of Edinburgh's Quality of Life Plan (QLP). The purpose of a QLP audit is to determine if the QLP:

- Is functioning effectively as written or if modifications need to be made;
 - Has been properly implemented, monitored, and maintained; and
 - Continues to meet Indiana CLEAN Community Challenge program requirements.
1. The Stakeholder Committee Leaders will schedule an audit of the Quality of Life Plan at least annually. The stakeholder committee will participate in the audit. This is in addition to the quarterly reviews.
 2. The audit will include the Quality of Life Plan, its associated documents, and procedures.
 3. The audit will also include a comparison of all objectives and targets to the baseline data established for each action plan.
 4. The audit will also look for evidence that the procedures identified in the QLP are being implemented and that they continue to be effective.
 5. The stakeholder committee will record audit notes and findings using the Quality of Life Plan Audit Form provided by the CLEAN Community Challenge Program or a similar audit form created by the municipality.
 6. Deficiencies identified during the audit will be assigned to a stakeholder committee member for follow up. Results from follow up activities will be shared at quarterly stakeholder committee meetings.
 7. During the annual audit, results from previous audits will also be reviewed to determine if deficiencies were resolved.
 8. Audit results will be shared with the Town Manager and department heads.
 9. Audit results will be included in the CLEAN Community Challenge Annual Performance Report which is due to the Indiana Department of Environmental Management and municipal officials each year, two months after the date of CLEAN designation.
 10. Audit results are stored in accordance with the Quality of Life Plan Record Keeping Procedure.

5. Community and Business Outreach

The purpose of this procedure is to establish methods for:

- Informing the community and local businesses of important issues relating to the municipality's environmental performance; and
- Informing the community and businesses of the municipality's progress toward achieving objectives and targets.

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The Stakeholder Committee Leader will use at least one of the following methods to inform the community and local businesses on important issues relating to the municipality's environmental performance and on the municipality's progress towards achieving objectives and targets:

1. Environmental performance information and progress towards objectives and targets will be shared with the residents and businesses of Edinburgh throughout the year using one or more of the methods identified below.
 - Regular updates at town council meetings.
 - press releases as appropriate in the local paper
 - Updates on the town's web site as appropriate.
2. The Stakeholder Committee Leader will retain copies of information shared with the community and businesses regarding the city's environmental performance and progress towards objectives and targets. These copies may include printed and electronic copies of meeting notes, presentation notes, webpage views, letters, brochures, copies of press releases, etc.
 - Website
 - Press releases
 - Utility Bills
 - TV/Radio
 - Phone, mail, e-mail
 - Meet and greet events
 - Town council meetings
 - Information available at town sponsored events, where appropriate.

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RESOLUTION 2010-6

THE TOWN OF EDINBURGH HEREBY RESOLVES TO ADOPT THE FOLLOWING
MISSION STATEMENT FOR THE CLEAN COMMUNITY CHALLENGE:

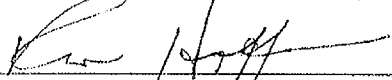
The Town of Edinburgh is dedicated to providing the highest quality of life for its residents by preserving and protecting the beauty of our community through compliance with requirements of federal, state, and local governments, creating voluntary commitments to environmental awareness, continual environmental improvement, pollution prevention, and promotion of energy and resource efficiency within our local government.

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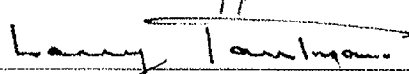
Our commitment to developing and maintaining a strong and vibrant community for our citizens will require the Town to fulfill it's environmental commitments. Environmental objectives and projects will be established and periodically reviewed to ensure success of this goal, pollution prevention and community outreach projects will be implemented and a committed team will be created to represent environmental, planning, governmental, business, and community interests.

RESOLVED THIS DATE July 12, 2010

EDINBURGH TOWN COUNCIL



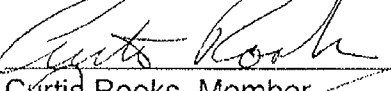
Ron Hoffman, Council President



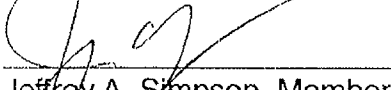
Larry Taulman, Council Vice President



John R. Drybread, Member




Curtis Rooks, Member



Jeffrey A. Simpson, Member

ATTEST:



Jackie L. Smith, Clerk-Treasurer

Aspect	Impact	Activity	Freq. of Impact	Degree of Impact	P2 Opp.	Sig.
Aesthetics	Improve quality of life	Ordinances, monitoring, and enforcement	4	4	4	12
Air emissions	Degrade air quality	Driving vehicles or using equipment; Painting vehicles (surface preparation, application, clean-up, storage, disposal); Planning and managing traffic flow; Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use)	4	4	4	12
Chemical use	Contaminate groundwater, surface water, and soil; Hazardous waste	Laboratory analysis, cleaners, sanitizers, Cleaners	4	4	4	12
Dust, noise, and vibrations	Degrade air quality	New construction (bridges, roads, and utility lines); Use of large equipment	4	4	4	12
Electricity use	Deplete natural resources	Operation of power tools; indoor/outdoor lighting; pumps; laboratory analysis; use of electronic equipment (computers, copiers, etc.)	4	4	4	12
Fuel use	Deplete natural resources	Vehicle and equipment use; Planning and managing traffic flow;	4	4	4	12
Litter	Contaminate surface water	Street sweeping and cleaning catch basins and retention ponds; Waste management	4	4	4	12
Paper use	Deplete natural resources; Decrease landfill life	Sampling, monitoring, and records; Education and outreach; Create, print, copy, and maintain documents, brochures, records, and bills	4	4	4	12
Rechargeable batteries (Nickel cadmium and Lithium)	Hazardous waste	Operation of power tools	4	4	4	12
Spills	Contaminate groundwater, surface water, and soil; Hazardous waste	Filling vehicles and equipment with fuel; Transportation of fuel, paints, and solvents to project sites; Storage and use of automotive fluids, solvents, cleaners; Storage of materials	4	4	4	12
Stormwater runoff	Contaminate groundwater, surface water, and soil	Maintain catch basins, retention ponds, and ditches	4	4	4	12
Vehicle and equipment use for travel and maintenance	Deplete natural resources and degrade air quality	Maintain drinking water pumps and lines	4	4	4	12
Water use	Deplete natural resources; Add load to wastewater treatment plant	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use); Cleaning, Laboratory; Washing vehicles	4	4	4	12
Wellhead protection and stormwater management	Prevents contamination of drinking water supply	Ordinances, monitoring, and enforcement	4	4	4	12
Flood control and stormwater management	Protect surface water	Designs for new dams, canals, and levees	3	4	4	11
Grass clippings and leaves	Decrease landfill life or compost	Maintenance of lawns, fields, and easements (mowing, edging, aerating, leaf collection, reseeding, sodding, pesticide and fertilizer use)	3	3	3	9
Ink for printers	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	3	3	3	9
Managing miscellaneous hazardous waste including household hazardous waste	Contaminate groundwater, surface water, and soil	Management of hazardous waste	3	3	3	9
Mulch	Improve health of green spaces; Reduce need for pesticides and watering	Tree and bush trimming, chipping, and shredding of woody debris	3	3	3	9

Attachment B

Ranked Aspects Impacts List

Pesticide, Fertilizer, Herbicide, Rodenticide Use	Contaminate groundwater, surface water, and soil, and kill non-target species; Hazardous chemicals	Preparation, use, and cleanup; Overmixing of product	3	3	3	9
Potential backflow or cross connections	Contaminate drinking water	Plumbing	3	3	3	9
Potential impacts from products used	Deplete natural resources	Purchasing	3	3	3	9
Solvents and paints	Contaminate groundwater, surface water, and soil; Hazardous waste	Preparation, use and clean up from paint and solvent use	3	3	3	9
Stored new and used fluids and filters (oil, brake, radiator, transmission, antifreeze, windshield)	Deplete natural resources	Use of automotive fluids, solvents, and cleaners	3	3	3	9
Toner cartridges	Decrease landfill life	Create, print, copy, and maintain documents, brochures, records, and bills	3	3	3	9
Vehicle leaks and operating condition	Contaminate groundwater, surface water, and soil	Driving vehicles or using equipment	3	3	3	9
Wastewater	Deplete natural resources and add load to wastewater treatment plant	Cleaning vehicles and facilities	3	3	3	9
Abandoned chemicals	Contaminate groundwater, surface water, and soil	Renovations, demolition, and new construction	3	3	2	8
Fluorescent lights	Hazardous waste	Electrical	3	2	3	8
Aerosol cans	Degrade air quality; Hazardous waste	Application of paints and stains from aerosol cans	3	2	2	7
Cleaning land	Loss of habitat impact on flora and fauna, and endangered, threatened, or native species	New construction (bridges, roads, and utility lines)	2	2	3	7
Antifreeze	Toxic chemical	Irrigation systems	2	2	2	6
Carcasses	Health risk and odor	Removal of road kill, dead pest species, or homeless domestic animals	3	2	1	6
Electronic waste (computers and televisions)	Hazardous waste	Large item management	2	2	2	6
Fuel leak from tank or appliances	Contaminate groundwater, surface water, and soil	Monitoring and preventive maintenance	2	2	2	6
Increased impermeable surface	Increase flooding	New construction (bridges, roads, and utility lines); Designs for new dams, canals, and levees	2	2	2	6
Infiltration into sewer lines	Add load to wastewater treatment plant	Repair damaged utility lines	2	2	2	6
Infiltration into water lines	Contaminate drinking water	Map and monitor condition of sewer and water lines	2	2	2	6

Lead pipes and solder	Hazardous waste	Plumbing	2	2	2	6
Lead-containing dust, sand, chips, pipes, solder	Hazardous waste; Contaminate groundwater, surface water, and soil	Painting (streets, tunnels, and bridges); Maintenance of drinking water storage tank	2	2	2	6
Oil based paints	Hazardous chemicals	Painting (streets, tunnels, and bridges)	2	2	2	6
Salt or chemical for ice control	Contaminate groundwater, surface water, and soil	De-icing parking lots and sidewalks	2	2	2	6
Soil erosion	Degrade surface water quality	New construction (bridges, roads, and utility lines); Use of large equipment	2	2	2	6
Used oil filters	Deplete natural resources	Change oil filters	2	2	2	6
Waste antifreeze	Deplete natural resources	Change antifreeze	2	2	2	6
Waste lead-acid batteries	Hazardous waste	Maintain batteries	2	2	2	6
Wastewater (detergents, salt, suspended solids, oil, antifreeze, brake fluid, radiator fluids, solvents)	Contaminate groundwater, surface water, and soil	Washing vehicles and shop floor including salt trucks and trash trucks; Cleaning	2	2	2	6
Freon-containing items	Deplete ozone	Large item management	1	1	1	3
Land use (Brownfields, conservation)	Improve land use	Ordinances, monitoring, and enforcement	1	1	1	3
Mercury-containing equipment	Hazardous waste	Laboratory activities; Renovations, demolition, and new construction	1	1	1	3
Polychlorinated biphenyl (PCB)-containing transformers and capacitors	Hazardous waste	Electrical	1	1	1	3
Solid waste	Decrease landfill life		1	1	1	3
Underground storage tank and above ground storage tank for fuel	Contaminate groundwater, surface water, and soil	Renovations, demolition, and new construction	1	1	1	3
Used tires	Banned from landfills	Tire Maintenance	1	1	1	3

Frequency of Impact	Definitions of Ratings
4 = Continuous (impact occurs on an ongoing basis)	
3 = Frequent (impact occurs more than once per month)	
2 = Infrequent (impact occurs more than once per year)	
1 = Unlikely (impact has never occurred or is highly unlikely)	
Degree of Impact	
4 = Serious (likely to result in severe or widespread damage to human health or the environment)	
3 = Moderate (may affect resources beyond the property line, correction will take planning and company resources)	
2 = Minor (may be self correcting or corrected easily and quickly with minimal time, effort, impact, and cost)	
1 = No impact (unlikely to have an adverse impact on human health or the environment)	
Pollution Prevention Opportunity	
4 = High (90% chance of having a pollution prevention opportunity)	
3 = Moderate (60% chance of having a pollution prevention opportunity)	
2 = Minor (30% chance of having a pollution prevention opportunity)	
1 = Few or no pollution opportunities exist	
Determining Significance	
Stakeholders will add each aspect's rates to determine significance. Aspects ranked 11 or greater are deemed significant.	

Town of Edinburgh - Quality of Life Plan	July 21, 2010
Attachment C - Environmental Initiatives	Page 1 of 10

Environmental Goal 1: Recycling in Municipal Departments				
Aspect: Solid Waste				
Impact: Decrease landfill life				
Objective: Reduce the amount of solid waste sent to the landfill				
Target: Increase the amount of recyclables collected in the Water, Wastewater, and Street departments by a total of 25% by August 2013. By August 2011 increase by 5% By August 2012 increase by an additional 10% By August 2013 increase by an additional 10%				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: It is a project that has a visible impact on our employees and a great way to start reducing our environmental impact.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
1.1 Establish baseline recycling data (pounds) and create a tracking sheet for pounds collected.	August 2010	Dana	None	Tracking sheet created/approved by stakeholders
1.2 Identify the best locations for containers. Place recycling containers in all departments.	August 2010	Glenn, Arvis, and Mike	None	Sites established for containers.

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1.3 Establish monthly weigh in and data tracking procedures.	August 2010	Dana, Glenn, Arvis, Mike	None	Program initiated; Updated tracking sheet with pounds collected
1.4 Send memo to all employees informing them of the program and followup with supervisors to see if there are any questions.	September 2010	Dana	None	Memo sent
1.5 Write quarterly report on progress	Ongoing	Dana	None	Approval of stakeholders
1.6 Review action plan quarterly to determine if meeting target. Make adjustments as needed.	Quarterly through Aug 2013	Dana, Glenn, Arvis, Mike	None	Updated action plan/target; meeting notes

Environmental Goal 2: Tree Planting				
Aspect: Flood Control and stormwater management				
Impact: Improve stormwater management by using native trees and plantings to absorb extra water and create a healthier environment in flood prone areas.				
Objective: Plant new or replace native trees and plants as needed in flood prone areas				
Target: Plant 20 trees annually in public flood zone areas				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: To provide an environmentally sound way to absorb excess water and create a better quality of life for our residents near the flood areas.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
2.1 Define areas in the flood zone that are public lands	September 2010	Dana	Building commissioner, parks dept	Create map of public lands in flood zone for stakeholders.
2.2 Gather list of native trees and location to be planted	October 2010	Dana	Parks Dept	Create a document that lists the native tree species, locations to plant, etc. for stakeholders.
2.3 Work with the stakeholders to determine which areas will be planted and whose budget will pay for these/apply for grants for trees	November 2010	Dana, Mike, Glenn, Arvis	Parks Dept	Planting list finished

2.4 Order plants and trees each year	December 2010 and each successive year.	Dana Mike Glenn Arvis	parks dept	Track trees ordered/received (order forms, packing slips, etc.)
2.5 Prepare ground, plant trees and plants	Annual: every fall	Dana Mike Glenn Arvis	parks dept	Plants and trees planted; Updated tracking sheet with plant species and location
2.6 Review action plan quarterly to determine if meeting target. Make adjustments as needed.	Quarterly through August 2013	Dana, Mike, Glenn, Arvis		Updated action plan/target; meeting notes

Environmental Goal 3: Electricity Reduction				
Aspect: Electricity Use				
Impact: Deplete natural resources				
Objective: Reduce electricity use in Street, Wastewater, and Water garage buildings				
Target: Reduce electricity use by 5% in 2011, and cut additional 1% each succeeding year until 2013				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: To be proactive in our electric usage to reduce costs for operating our buildings and to reduce our use of natural resources. To demonstrate energy savings to local businesses in the community.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
3.1 Develop baseline electricity use data from calendar 2009 for each department.	Collect data by August 2010	Dana	utility office	Baseline established; Creation of a method for tracking data; Have database results for stakeholders.
3.2 Develop standard operating procedures for reduction of electricity use	October 2010	Dana, Arvis, Glenn, Mike	Utility office	Plan created and approved; Procedures written and approved.
3.3 Educate all employees on reduction plan, create employee training session on energy reduction	December 2010	Dana, Arvis, Glenn, Mike	Utility office	Training completed; Training sign in sheets.

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3.4 Implement reduction ideas plan	January 2011 and ongoing	Dana, Arvis, Glenn, Mike	Utility office	Tracking sheets
3.5 Track usage monthly and report quarterly to stakeholders	monthly and ongoing	Dana	Utility office	Updated tracking sheet with kWh used; Reports given to stakeholders
3.6 Review action plan quarterly to determine if meeting target. Make adjustments as needed.	Quarterly through Aug 2013	Dana, Arvis, Glenn, Mike	Utility office	Updated action plan; Meeting notes; quarterly reports

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Environmental Goal 4: Purchasing Policy				
Aspect: Purchasing				
Impact: Deplete natural resources				
Objective: Create and maintain purchasing policy to encourage more energy efficient products use				
Target: Use of more energy efficient products by town employees by 2013				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: Decrease use of high energy cost products and help cut costs of energy use; Become more fiscally responsible with spending				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
4.1 Create baseline of current energy efficient products and needs of departments	Sept 2010	Dana, Glenn, Arvis, Mike	None	Baseline report available for stakeholders; Tracking sheet
4.2 Develop list of energy efficient products available that are relevant to departments and a list of available green products, their effects on the environment, and do a cost saving analysis of these products.	Dec 2010	Dana	None	List created

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4.3 Create a purchasing policy based on the information from study of available products and equipment	Jan 2010	Dana	None	Policy sent to John for approval
4.4 Implement purchasing policy based upon approval by John	Mar 2011	Dana, Glenn, Arvis, Mike	None	Policy placed in use
4.5 Monitor purchases made, cost saving or increase, update list of products yearly	Ongoing	Dana, Glenn, Arvis, Mike	None	Track purchases; report given to stakeholders and John yearly
4.6 Review action plan quarterly to determine if meeting target. Make adjustments as needed.	Quarterly through Aug 2013	Dana, Glenn, Arvis, Mike	None	Updated action plan; Meeting notes

Environmental Goal 5: Pesticide Use				
Aspect: Pesticide use; pest management				
Impact: Contamination and landfill waste				
Objective: Find an environmentally friendly pesticide for mosquito and other insect control				
Target: Complete a feasibility study to reduce the harmful effects of pesticide use and control costs by August 2013				
Legal Requirements: Follow all state and federal requirements regarding chemical management, use, and disposal.				
Reason(s) for Selecting this Aspect: To be more fiscally responsible in pesticide use as well as reduce the impact of larvaciding, pest control use on the environment.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
5.1 Create a baseline on cost and use of all pesticides - particularly mosquito control.	Oct 2010	Dana	Electric dept.	Creation of a data tracking sheet; Report to be submitted to stakeholders
5.2 Investigate alternatives	Dec 2010	Dana, Arvis, Mike, Glenn	Chad, Kevin	List of alternatives created
5.3 Evaluate cost effectiveness of alternatives	Jan 2010	Dana	None	Report to be submitted to stakeholders
5.4 Create test program for new alternative if approved	April 2011 and ongoing	Dana, Arvis, Mike, Glenn	Chad, Kevin	Record of effectiveness, cost control of product given to stakeholders

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5.5 Develop a standard operating procedure for usage of new products	Nov 2011	Dana, Arvis, Mike, Glenn	Chad, Kevin	SOP completed and implemented
5.6 Continue to monitor effectiveness, cost of new products	Ongoing	Dana	Chad, Kevin	Regular updates given to stakeholders
5.7 Review action plan quarterly to determine if meeting target. Make adjustments as needed	Quarterly through August 2013	Dana, Arvis, Mike, Glenn	None	Updated action plan; Meeting notes